

CLIP Review Checklist

Employee Name: _____ **Personnel #:** _____

Supervisor/CLIP Rater: _____ **CLIP Liaison:** _____

1. _____ Complete the Performance Evaluation at the end of the review period.
2. _____ Complete the CLIP Review form. For bonuses, answer questions 1 through 5 and for promotions, answer questions 6 through 13.
3. _____ **Question 3 or Question 11** - If training was a CLIP Criterion, attach documentation of training. This should be a certificate/diploma from the training. If no certificate/diploma is available, a signed and dated memo from the supervisor stating the training was completed is acceptable. The employee must be able to demonstrate skills acquired at the training session.
VERY IMPORTANT: If required training was not met due to cancellation of program(s) or lack of monies, a signed and dated memo from the supervisor must be attached to the review stating the circumstances.
4. _____ **Question 4 or Question 12** – Completed Director approved projects (if assigned) must be documented by a signed and dated memo from the supervisor and attached to the review. This memo should include which project and dates.
5. _____ **Question 5 or Question 13** – Completed supplemental requirements, (if assigned) must be documented by a signed and dated memo from the supervisor and attached to the review.
6. _____ The supervisor will check the “has” or “has not” box in requirements box. **Do not forget to sign and date.**
7. _____ Conduct the Performance Evaluation and CLIP Review with the employee apply the three signatures and dates on **BOTH** forms. **The “CLIP Rater” is the supervisor and the “Reviewing Official” is the CLIP Raters supervisor.**
8. _____ Place the signed and dated CLIP Review, CLIP Criteria and CLIP Review Checklist on top of the Performance Evaluation Rating Form and attach all required documentation for training, projects, etc. **Send to Jennifer Davis, CLIP Coordinator, Human Resources, 1515 West Seventh Street, Suite 101 for review.**